

### **COMMAND FAP CASE ACTION SUMMARY GUIDE**

1. After receiving report, assess the situation for obvious safety issues including medical needs, signs of imminent danger, and the need for alternative housing.
2. Address safety issues. Consider a military protection order or verbal order to the alleged offender, provide assistance in locating alternative housing, and coordinate efforts with law enforcement/CGIS. Note: it is normally inappropriate to issue orders to an active duty (AD) victim because of an incident.
3. Report incident to the servicing FAS within one business day. Consult regarding safety issues and next steps in the assessment process.
4. Contact Legal Counsel and CGIS. Obtain advice regarding disciplinary and investigatory issues, as needed.
5. Meet with AD member(s). Encourage cooperation with the FAP. Provide assistance to AD victim or non-offending caretaker in child case, if needed. Note: do not meet with alleged offender and victim together.
6. Meet with or contact non-AD victim or non-offending caretaker (in a child case). Provide assistance and support as possible.
7. Contact the FAS for an update on risk level determination and safety recommendations. Determine when the Incident Determination Committee will meet.
8. Adjust safety measures, as needed.
9. Identify who will represent the command at the Incident Determination Committee meeting. Contact the FAS if just-in-time training is needed for command representative to be qualified to vote on the incident status determination.
10. Participate (or have designee participate) in the Incident Determination Committee process. Provide amplifying information if available about the incident being considered.
11. If the incident does not meet the criteria: meet with the member and brief him/her. If appropriate, discuss the option of on-going services/treatment through Family In Need of Services, or other program, if desired.
12. If the incident does meet the criteria: meet with the member and brief him/her. Assess alleged offender's level of cooperation and encourage the member to cooperate with FAP regarding any remaining assessment recommendations.
13. Consult with FAS regarding treatment plans recommended by the Clinical Case Staff Meeting. Let the FAS know if command supports or does not support plans.
14. Meet with AD alleged offender to discuss a treatment plan as appropriate. Encourage participation as appropriate.
15. Monitor AD alleged offender's attendance and progress in treatment through at least monthly contacts with FAS. If member is not keeping appointments, meet with him/her and encourage attendance. Issue a direct order to attend treatment if necessary. Check-in with the member at least monthly regarding his/her progress.
16. When FAS reports the case is closed due to successful completion of treatment contact the member and congratulate him/her.
17. When FAS reports the case is closed due to treatment failure on the part of an AD member, consider alternatives for holding member accountable. Consult with legal counsel as needed. Meet with member to discuss career implications.
18. When adverse action leads to a discharge, ensure that the action taken preserves benefits for abused dependents in accordance with reference (b) when possible.